	APOLLO HOSPITALS, SECUNDERABAD		AAC – 06a
			Issue: C
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PREPARED BY: HOD-Laboratory		APPROVED BY: Chief Executive Officer	

LABORATORY SERVICES

1.0 Purpose:

To offer comprehensive testing services to assist in diagnosing disease, monitoring health, and evaluating therapy for outpatients and inpatients, including emergency.

2.0 Scope:

The laboratory services

3.0 Responsibility:

Heads of Laboratory services


4.0 Procedure:

4.1 Laboratory services shall comply with all national standards and laws. The scope of services provided by each laboratory shall be clearly defined.

4.2 Laboratory services shall be provided to meet the needs of the patients.

4.3 All laboratories function on all working days.

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- 4.4** Laboratory services shall follow a comprehensive laboratory safety program and this shall be incorporated into the Hospital Safety Program.
- 4.5** Laboratory services shall follow standard procedures for collecting, identifying, handling, safely transporting, processing and disposing of specimens. These procedures are detailed in the Laboratory Standard Operating Procedures (SOP).
- 4.6** Laboratory personnel shall be qualified and experienced as per the Scope of Services of the Laboratory Services.
- 4.7** All tests done by the Laboratory Services are reported within time frames established in the Lab SOP.
- 4.8** Critical results shall be intimated immediately to the concerned personnel.
- 4.10** The laboratory services shall develop, implement and maintain a Quality Control Program.
- 4.11** The Laboratory services shall maintain a roster of experts in specialized diagnostic areas and the experts shall be contacted when needed.

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